

**POLICE RECORDS AND ANALYSIS DIVISION MANAGER**

**DISTINGUISHING FEATURES**

The Police Records and Analysis Division Manager is responsible for leading, planning, organizing and managing the Records and Analysis Division of the Police Department. The Police Records and Analysis Division Manager oversees the Records Unit and the Crime Analysis Unit. This classification performs responsibilities under general direction from the Administrative Services Bureau Director.

**ESSENTIAL FUNCTIONS**

Manages and directs the operation of the police records management function which includes the collection, filing, storage, security, and dissemination of arrest data, offense reports, juvenile detention reports, investigative data, and computer transcription of police dictated tapes.

Manages and directs the operation of the crime analysis unit; promoting the crime analysis unit as an analytical resource to prevent and suppress crime and facilitate the apprehension of criminals for the citizens of Scottsdale. Ensures all three facets of crime analysis (tactical, strategic, and administrative) are conducted in an effective and efficient manner.

Oversees the operation of the computerized Records Management System

Directs the development and implementation of strategic plans, action plans, performance measures, and policies. Ensures the quality and efficiency of internal work processes.

Develops effective customer service strategies and work processes.

Provides direct supervisory leadership and coaching to crime analysis unit personnel and the Records Unit management team.

Prepares detailed written reports and statistical data as required by federal, state and local guidelines.

Develops and monitors division budget; maintains fiscal control and accountability for budget expenditures; develops budget forecasts and reports; coordinates the development of performance measures and workload indicators.

Serves as the liaison with other law enforcement agencies and user groups. Appears before boards, panels, or legislative bodies on records security and dissemination functions.

Listens, communicates, and deals effectively with management, subordinates, representatives of other law enforcement agencies, city employees, and the general public.

Acts as a liaison between Patrol, Investigative Services Bureau, and Records staff to identify problems and determine solutions.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- Principles and practices of supervision, personnel administration and management to include the recruitment, hiring, mentoring, evaluating, and disciplining of personnel.
- Basic statistical and methodological research skills.
- Computer software to include word processing, spreadsheets, and e-mail.
- Modern records management and techniques including automated records management systems, quality control measures, and process flow.
- Knowledge to operate within a Microsoft Windows environment.
- Business arithmetic.
- Budget preparation and management
- Automation of police records files and fingerprint classification.
- Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

#### Ability to:

- Comprehend and make inferences from material written in the English language.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Present information through oral presentations using visual aids (PowerPoint, flipcharts, etc.).
- Remain in a sitting position for extended periods of time.
- Work cooperatively with other City employees and employees of other law enforcement agencies.
- Observe, compare and monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards.
- Learn job-related material through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Perform a broad range of supervisory responsibilities over a large staff performing a variety of duties.
- Work safely without presenting a direct threat to incumbent or others.
- Implement departmental goals and objectives.
- Prepare and manage division budget.
- Prepare statistically based reports.
- Recruit, hire, train, mentor, evaluate, and discipline employees.
- Work a flexible schedule.

### **Education & Experience**

Requires a Bachelor's degree in Criminal Justice, Public Administration or a related field, and four years of management and supervisory experience in a demanding customer service environment. Must obtain and maintain ACIC/NCIC terminal operator certification (TOC). Must have a valid Arizona Driver's License with no major driving citations in the last 39 months for all driving positions.

**FLSA Status: Exempt**

**HR Ordinance Status: Unclassified**